

Duty Statement
California Government Operations Agency
State of California



☐ Current ☐ Proposed

Classification Title Research Data Specialist III	Division Executive -Headquarters- Sacramento or Remote
Working Title Senior Data and Policy Analyst	Office/Unit/Section
Position Number 337-100-5770-001	Effective Date
Name	Date Prepared

General Statement

The Government Operations Agency (GovOps) oversees ten different state departments, boards and programs: Department of Human Resources, State Personnel Board, Department of General Services, Franchise Tax Board, Department of Tax and Fee Administration, Department of Technology, Public Employees' Retirement System, Teachers' Retirement System, Office of Administrative Law, and Victim Compensation Board.

The mission of the Office of the Chief Data Officer is to empower use of data by ensuring the state has the infrastructure, processes, and people to manage, access, and use data efficiently, effectively, securely, and responsibly. By acting on our mission, we will realize our vision of better decisions, services, and outcomes for Californians through better use of data. Our goals and supporting strategic objectives are structured around the analogy that in order to successfully navigate the "data landscape" we need to intentionally build the roads, craft the rules of the road, and boost the drivers and transit riders. Much like in the real world, we want to avoid data roads that lead to nowhere, are poorly maintained, or confuse our drivers. Our virtual data world requires the planning and care that we put into the roads and bridges of the real world.

Under general direction of the Statewide Chief Data Officer, you will have a hands-on role implementing statewide data programs to accelerate and streamline data access, modernize data management and services, and accelerate excellent use of data in decision making. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

30%(E) Statewide data infrastructure, management, and standards. You will work across state agencies and departments to support initiatives that will help the state improve data infrastructure and management at scale, including:

Plans, organizes and conducts the most complex research and data analysis projects. Develops policy, proposals and resources to help support cross agency working groups by developing innovative or undefined methods on ways to collect, analyze, and improve reporting data infrastructure; help identify new strategies or sources for collecting data; coordinating data migration efforts, and assessing patterns to forecast future impacts and trends.

- Develop proposals and resources to help support cross functional authoritative data management efforts by identifying authoritative data and ensure that it is well understood, documented, and easily discoverable and accessible.
- Research and develop new statewide data standards policies, procedures, guidelines and resources for collecting data, consistent with all relevant rules, laws, and state regulations.

30% (E) Statewide data resources and training. Design and oversees the creation of data management tools and resources.

Research, design and develop data analytics; Create, implement, troubleshoot and monitor data reporting tools, simulation models, and procedures to assemble and structure the necessary data. Deliver and present those tools and resources to help support the implementation of the statewide data literacy program(s),

20% (E) Statewide communities of practice

Act as a lead person and subject matter expert to other stakeholders by providing consultative services on the feasibility, impact, or potential impact on the project. Staff data communities of practice and support follow up activities. Provide communications and outreach support for both internal and external communities of practice.

20% (E) Analytics consultation and projects. You will help accelerate the use of advanced analytics across state entities by: Prepare effective written reports, tables, and graphs based on research findings for management and staff. Analyze and present data findings to show systematic differences and trends using advanced statistical techniques. Support the process to solicit, define and refine analytics projects with clients. Conduct a range of analyses to support the analytics project, including research and analysis as needed to inform the data analysis. Develop data visualizations and tools to support the analysis and develop presentations and communicate the results of the analytics work. Help develop and implement products, services, tools, or business process changes resulting from the analysis. Research and develop proposals for key performance indicators and measures for monitoring data program efforts. Develop tools and resources for monitoring data program efforts.

Supervision Received

The Senior Data and Policy Analyst will report directly to the Statewide Chief Data Officer and receive assignments from the Statewide Chief Data Officer.

Supervision Exercised

None.

Working Conditions

Ability to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 915 Capitol Mall, Sacramento, California and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date